

INFORMATION, PIN NOTIFICATION AND ID VALIDATION FORM

It is standard good recruitment practice for employers or those appointing volunteers to satisfy themselves as to the identity of those applying for positions. The role of Ulster Tennis as an Umbrella Body who is assisting clubs through the checking process to ensure documentary evidence is validated, and that we can indicate on the ID Validation Form that the checks have been made. Ulster Tennis must comply with Access NI Code of Practice.

Applicant instructions

Before Starting you will need the following

1. Address including postcode for last 5 years
2. National Insurance No
3. Driver's Licence No & Passport No

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create an nidirect account and apply for an enhanced check. If you already have an nidirect account you can use this rather than creating a new one.
3. Register your account by creating a user ID and password (keep these details safe as you will need them to track the progress of your case)
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the PIN number below at **Step 1** of the form completion. This Pin No will ensure that your application is allocated to Tennis Ireland Ulster Branch Account.

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6. Complete the remainder of the e-application and click on **confirm and proceed** to finish the on-line process.
7. You must note the 10 digit Access NI reference number in the boxes below:-

Application Reference¹

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8. ID Validation Form must be completed
9. Return this form to the person who asked you to complete the Access NI application with the appropriate ID as indicated on the ID Validation form

Application Reference¹ This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the Access NI on-line system.

IDENTITY VALIDATION *Please Note:* Three documents should be produced in the name of the applicant; **one from Group 1 and two from any group**. At least one document must show the applicant's current address. If this is not possible, then **four documents from Group 2a and 2b** should be produced, one of which being a birth certificate issued after the time of birth. At least one of these documents must show the applicant's current address. The responsible Club Officers should tick the appropriate boxes on page 3 of this form to indicate what ID has been checked. Please contact Ulster Tennis if any applicant does not have the correct range of identity documents

Applicant details as they appear on the ID documentation provided:

1. Full name (include all forenames)

2. Date of Birth :

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3. Current postcode :

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4. Passport Number : _____ 5. Driving Licence Number _____

6. National Insurance Number: _____

7. Name of Club _____ 8. State Role Applied for (i.e coach, junior club volunteer etc) _____

9. Applicant's Confirmation: *'I agree to passing written approval to the Club and UBTI' for the purpose of completing an Access NI Check and understand that the process will include a check against the Children's Barred List.*

Yes ☐ No ☐ (please tick as appropriate)

10. Applicant's Signature: _____

ID CHECK BY (NAME OF CLUB CHAIRMAN/RESPONSIBLE OFFICER) please complete sections 11 -

11. PRINT NAME: _____

12. Role in Club: _____ 13. Date ID Check: _____

14. Name of Club Contact (to notify when Access NI Disclosure Completed) _____

15. Email Address of Club Contact _____

16. Telephone No/Mobile No of Club Contact _____

Confirmation I have seen the original ID documents as indicated on Page 3 of this form.

I confirm the applicant has the right to work in the UK.

17. Signed: _____ Date: _____

18. Payment Enclosed: Yes ☐ No ☐ (Volunteers No Charge/Paid Position £32(Please tick as appropriate))

19. Please forward a copy of all ID provided for completing this form to A McCartan (details on bottom of page 3)

WARNING: It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

PAYMENT: Disclosures are free for all volunteers. Access NI levy a charge, currently £32 for a person in a paid capacity either staff or coach. Please make a bank transfer to Tennis Ireland Ltd Sort Code 950679 A/C No 10120588, quoting applicant name and club name as a reference.

GDPR - INFORMATION, PIN NOTIFICATION & VALIDATION FORM PRIVACY NOTICE

UPDATED JANUARY 2019 (GDPR SECTION)

The General Data Protection Regulations were introduced on 25th May 2018 and UBTI respect the privacy and data security of our affiliated Tennis Clubs. The relationship that UBTI hold with your Club is important to us. The privacy statement below covers how UBTI collects and processes personal data from our Tennis Clubs.

How we use your information & how long we will retain it

UBTI will retain the following information on the Information, PIN Notification & Validation form for 90 days and will use the information to;

- Administer, process and acquire the Access NI check on behalf of Clubs

Please Note: Access NI Check application responses will be held by UBTI for 3 years.

Personal Data

- The personal data that we normally hold on the Information, PIN Notification & Validation is;
 - Name of applicant
 - Date of Birth of applicant
 - Club of applicant
 - Passport Number
 - Driving License
 - National Insurance Number
 - Permission of the applicant for the Club and UBTI to complete an Access NI check
 - Three copies of ID from applicant
 - Club Responsible person contact details (email address and telephone number)
- UBTI hold special categories of personal data on the Information, PIN Notification & Validation form as above and will not hold longer than 90 days after the recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved.

Data Controller

- The data controller for your personal information is UBTI.
- We will not share any of your data with third parties unless we have a data sharing agreement in place.
- We will never sell any of this data to a third party.

Your Rights

- UBTI respects your rights in relation to your data and if you wish to update, access, erase or limit the use of your information please let us know by emailing info@ulstertennis.co.uk
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The information that you have given on the UBTI Information, PIN Notification & Validation form is a true and accurate record and you are content to provide information to UBTI on the basis outlined above.

To provide your consent to this statement please tick ☐ I agree

or please tick ☐ I do not agree if you do not consent.

Signed _____ Date _____

Please return this form together with copies of the original Identification Documents by email to annamccartan@ulstertennis.co.uk.

Please ensure that if a fee of £33 is due this must be made by bank transfer. Bank details are on page 2 of this form.

GROUP 1 : Primary identity documents

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|--|---|
| <input type="checkbox"/> Current passport (any nationality) | <input type="checkbox"/> Original birth certificate (UK, Isle of Man and Channel Islands including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces) issued with 12 months of birth |
| <input type="checkbox"/> Biometric Residence Permit (UK) | <input type="checkbox"/> Original long form Irish birth certificate –issued at time of registration of birth (Ireland) |
| <input type="checkbox"/> Current driving licence (UK, Isle of Man, Channel Islands or Ireland) | <input type="checkbox"/> Adoption certificate (UK, Channel Islands or Ireland) |

GROUP 2a : Trusted government documents

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate (UK, Isle of Man, Channel Islands or Ireland) issued after time of birth | <input type="checkbox"/> Electoral ID card (NI only) |
| <input type="checkbox"/> Marriage / Civil Partnership Certificate (UK, Channel Islands or Ireland) | <input type="checkbox"/> Current driving licence photocard, full or provisional (All countries outside of the UK (excluding Isle of Man and Channel Islands) |
| <input type="checkbox"/> HM Forces ID card (UK) | <input type="checkbox"/> Current driving licence full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands and Ireland) |
| <input type="checkbox"/> Firearms licence (UK, Channel Islands or Isle of Man) | <input type="checkbox"/> Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based) |

GROUP 2b : Financial and social history documents

- | | |
|---|--|
| <input type="checkbox"/> Mortgage Statement (UK or Ireland) | <input type="checkbox"/> Land and Property Services rates demand (NI only) |
| <input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK or Ireland) | <input type="checkbox"/> Council tax statement (UK and Channel Islands) |
| <input type="checkbox"/> P45 or P60 statement (UK or Channel Islands) | |

Above documents must be issued within the last 12 months

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|---|--|
| <input type="checkbox"/> Credit card statement (UK or Ireland) | <input type="checkbox"/> Bank or building society account opening confirmation letter (UK) |
| <input type="checkbox"/> Bank or Building society statement (UK, Channel Islands or Ireland) | <input type="checkbox"/> Utility bill (not mobile phone) (UK or Ireland) |
| <input type="checkbox"/> Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works) | <input type="checkbox"/> Benefit statement, for example Child Benefit, Pension, etc (UK) |
| <input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) | |

Above documents must be issued within the last 3 months

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|--|--|
| <input type="checkbox"/> EEA National ID card | <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) |
| <input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI) | <input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
| <input type="checkbox"/> yLink card issued by Translink (NI) | |
| <input type="checkbox"/> Irish Passport Card (Cannot be used with an Irish passport) | <input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only - valid for applicants residing outside UK at time of application) |

Above documents must be valid at the time of checking

AccessNI Disclosure – Applicant Information Leaflet

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI on the nidirect website, or at the following link:-

[AccessNI webpage](#)

Before the AccessNI process is commenced, and if you are applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available [here](#) or prior to commencing the e-application form.

You should note the following important information about the AccessNI application process:-

1. Ulster Branch Tennis Ireland has been appointed to check and authorise your application.
2. The name of the authoriser is Anna McCartan.
3. The PIN to be used on the on-line application is 283979
4. Copies of your Identity documents will be sent to Ulster Branch Tennis Ireland and these will be destroyed 90 days after the date the disclosure certificate is issued.
5. Your Club and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.
6. Having a criminal record does not necessarily prevent you from obtaining a position.
7. A policy is in place that sets out the organisation's approach to recruiting ex-offenders – a copy of this can be made available at your request.
8. The AccessNI statutory Code of Practice is available on the nidirect website and can be viewed at:

[AccessNI Code of Practice](#)

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the AccessNI application.